



Managing Committee

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9922950140

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9763708722

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9011354955

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9890175552

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9823270792

Committee member:

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Committee Member:

Monica D'souza
9850152385

Imm. Past Chairperson

Jasmine Jogi
9822088938

CHAIRPERSON'S DESK

Dear Members,

As we wrap up 2019, I want to thank all Members for your contributions.

This year brought exciting challenges which were successfully concluded by the Managing Team.

I am so thankful to each & every team member of Managing Committee as well as Convention Core Committee and your individual contributions, whether that be time, talent or treasure (and sometimes all three).

Looking forward for one more exciting year with more Zeal.

Welcome New Year 2020.

Best wishes for a happy, healthy & prosperous New Year to all.





Am really pleased and honoured to be the Editor again.....

It's a brand new year sparkling with hope and anticipation. January always starts with great expectations and a sense of a new beginning, fresh ideas and initiatives. Everyone is resolved to make the year different – all recharged and set for the race. Will **2020** be different?



Every man should be born again on the first of January.

The year will soon be filled with activities, promises and commitments, pleasures and disappointments, work, play, friends and family members. We predict it will be a busy one.

Most people these days seem to eschew New Year's resolutions, having found them either impossible to keep or a trivial idea in the first place. Aren't we always trying to do better? **But** there's something about the New Year that can be inspirational. It's the quintessential time to make necessary and beneficial changes. A new calendar can be just as powerful a motivating force as a new job, a new relationship, a new home. Some make lists. But my simple new year's suggestion is: **"Whatever it is you're scared of doing, do it."**

It can also be a good time to break with harmful patterns of the past; to release grudges and forgive; to say **"Enough of that"** and move on.

The New Year will bring changes, as every year does. And though changes can be challenging and uncomfortable, they're a necessary part of life. It's best to face them head-on rather than cling to the comforts of past memories. A new beginning is valuable. We hope its promise will last long into the year.

We hope you all will continue to enjoy the sessions and the information shared through our Newsletter.

The Managing Committee will continue to work hard to bring you objective and useful sessions with learning and enjoyment.

On behalf of the Managing Committee, I wish you, your family and friends the very best for the coming year!

November

IASAP Pune Chapter, on Friday 22nd November, 2019 at 18:30hrs organised a session on **"Image on Social Media and Body Language."** At Royal Connaught Boat Club (Lagoon Hall), Boat Club Road, Pune - 411 001

It was an hour long interactive session by Ms. **Neha Ratnakar - a Personal Image and Employee Branding Coach.** She spoke about how you should present yourself and the image you should project whether face to face or on social Media. The effects of our body language on our image and confidence. She spoke on the knowns and unknowns of Social Media and its impact on us

Neha Ratnakar showed some slide shows explaining the body language, posture, dressing, other things done wrongly which give a wrong or negative image about who you are and affects yourself in Branding yourself. She also explained how important it is to Brand yourself in today's world.

With regard to Social Media she explained the positive aspects of social media for working women. Usage of Facebook, WhatsApp and LinkedIn - How and what is required and how you could secure your data on Social Media.

All Dos and Don'ts were told whereas social media is concerned. It was a very lively and interactive session.... the ladies found it really useful and informative.



INDIAN ASSOCIATION OF SECRETARIES AND ADMINISTRATIVE PROFESSIONALS

BRAIN AND BRAWN

Quarterly Newsletter (Nov – Dec 2019)



November



**BRAIN AND BRAWN****Quarterly Newsletter (Nov – Dec 2019)**

It's Christmas time again.....end of the year..... beginning of NEW.....

Time of the year to Party!!!! IASAP, Pune Chapter, celebrated Christmas with a Party on Saturday 14th December, 2019 at Ganesh Hall, Kirloskar Pneumatic Company, 10:00 am onwards....

The theme for the party was “RED” and all the girls rocked and looked beautiful in their red dresses. The air was filled with Joy, happiness and enthusiasm

The party was a mix of fun, frolic, team games, the Committee ensured that everyone participated in the games and made sure all had a fantastic time. Prizes were given to all winning teams.

A number of the members danced to the beat of some nice music. The highlight of the day was our Santa all lively and bubbling with energy to keep the crowd excited. The members sang Christmas Carols to welcome the Santa Clause (Ms. Victoria Dias), who distributed and gave sweets to all the members.

Before the end of the Party there was a cake. Cutting session (sponsored & baked by our own member – Ms. Surekha Deshpande)

The Party ended with a Yummy Buffet spread consisting Beetroot cutlet, chutney, Pasta, Veg Pulav, Veg Kofta Curry, roti and the yummy yum yum Christmas Cake with Ice cream.

The Chairperson welcomed everyone and thanked them for joining the Party. The Party ended with all happy and excited in mood of celebration for the season. Each one was given a small token of take away gift.



INDIAN ASSOCIATION OF SECRETARIES AND ADMINISTRATIVE PROFESSIONALS

BRAIN AND BRAWN

Quarterly Newsletter (Nov – Dec 2019)

Christmas
PARTY

DECEMBER





Everyday Winter Makeup Tips for Indian Skin



Winter is all set to arrive in its glory! But with the lovely cool climate, one also has to bear the dry breeze which damages your skin, lips and makes your hair look lifeless. Many of us tend to cover our skin with layers and layers of thick cold creams in order to protect it from dryness. Some of us consider as “no makeup” style. But here we have some excellent **winter makeup tips** that can help you look your glamorous best even in the chilly winter climate. These winter makeup tips are followed by celebrities who have to look their best throughout the year irrespective of seasons. Try these tips before applying makeup this winter season and we promise that your skin will not cry out!

Lipstick

Applying lipstick over dry and chapped lips in winters makes your lips look patchy and weird. You do not get the desired colored pout and instead, your lips look as if they have been badly bruised. To avoid such an occurrence, it is best to apply a layer of petroleum jelly on your lips and then add just a tint of color to get a smooth lipstick effect. The Vaseline will protect your lips from dry weather and will act as a barrier from the chilly weather. For daytime, go for natural shades of lip balms that add a hint of color, and moisturize your skin, as well.

Cont.....



Blusher

If you have very dry skin, then probably it will start getting peeled off in the cheeks and forehead area. If you want to dress up for an event and want to add a tint of blusher on your cheeks, a dry powder could further aggravate your dry skin. Apply an oil-free moisturizer on your cheeks first and then use creamy blush instead of the powder ones. Use creamy blush shades in corals, pinks, or browns depending upon your skin color.

Moisturizers

Apply a night repair cream on your skin at night before sleeping and an oil-based day moisturizer during the day. Use a sun block moisturizer with SPF 50 to protect your skin against UV radiations.

Foundation

If you want to apply a foundation, it is best to go for a matt or a souffle with some shimmer. You can also mix your foundation with your skin moisturizer and apply directly on your skin. This will give an even and moisturized effect on your entire face. Also spread it on your neck to avoid mis-match of shades.

Eye-Shadows

Neutral colors like greys, pinks, nudes and browns are raging this winter season and so you should stock up on these shades. You can go for creamy shadows instead of powdery ones for winter season.

Eye-liner & Kajal

Defined eyes look best in winters. You can use chocolate browns or a charcoal shade to line your eyelids. Use dark kohl, but go for smudge-proof ones.

Mascara

Mascara looks good in any season and winter is the time to give your eyes more definition with mascara.

Remember, you should sport a healthy glow during winters and so lay more emphasis on your moisturizers. But do not use heavy moisturizers in the day as they only tend to stick dirt and pollution on your skin. It is best to go with a light oil-based moisturizer in the day and a thick one at night. Day winter makeup should be only a hint of eyeliner and lip balm, while night makeup can be a bit more glamorous with defined eyes and a creamy, dark pout.

Diet tips to stay healthy in winters

As the season is getting colder, the chances of falling sick are getting higher! People tend to focus more on the holiday plannings and less on their own health during winters. With the falling temperature, our craving for warm foods increases and there's nothing wrong in enjoying the winter comfort foods but, are you getting enough nutrients out of those food items to keep yourself healthy?

With shorter days and longer nights, the motivation for exercising and eating the right food is very hard to find and this habit of us can weaken our immune system, making us susceptible to a lot of diseases!

Do you know that if you make some changes in your diet then, you can actually stay fit and healthy during the winter season? Yes, that's right! Food can be very powerful in preventing the winter-related illnesses from causing us trouble. Here are some diet tips which will save you from the winter sickness.

Tip 1: Increase your daily vitamin C intake

Vitamin C plays a very important role in boosting the immune system, which is likely to be weakened in winters. It is also essential for maintaining the health of our skin. Vitamin C is well-known for being a powerful antioxidant, which is very vital for protecting the body against a lot of health issues. So, consume more vitamin C rich products like guava, kiwi, broccoli, lemon, papaya, strawberry and orange to stay healthy in this season!





Tip 2: Take more zinc

For maintaining a healthy immune system, you need to eat more zinc! The deficiency of zinc can weaken the immunity, which makes a person more susceptible to a lot of diseases. It also helps in growing and repairing the body tissues. So, eat more meat, legumes, seeds, dairy, nuts, whole grains and dark chocolates to stay fit!

Tip 3: Eat iron-rich foods

Iron is that mineral which performs various functions from carrying the oxygen throughout the body to producing red blood cells. Its deficiency can cause anaemia but, luckily there exists foods which are rich in iron and can be added to the diet to make sure that the daily intake of iron is fulfilled. Consume shellfish, spinach, legumes, pumpkin seeds, quinoa, broccoli and tofu to get the required amount of iron!

Tip 4: Eat more eggs and fishes

Eggs have a good amount of high-quality protein, selenium, zinc, iron, copper and vitamin D, B6 and B12. On the other hand, fishes are rich sources of omega-3 fatty acids, protein and vitamin D. Consumption of both eggs and fishes have various health benefits like increasing the good cholesterol, protecting the heart from various types of diseases and maintaining the vision.

Tip 5: Keep track of your carb intake

In winters, we often feel tired and have a lot of mood swings. Our desire for having carbohydrates increases and all we want to do is curl up in a cosy blanket and sleep! This happens because our serotonin levels drop in fall and winter; it is the hormone which is responsible for making us feel good and happy. With dropping levels of serotonin, our body craves more carbs but, too much carbs can be very harmful to the body. So, make sure that you keep your carbohydrates intake in check to prevent chronic diseases!

Eat right and stay healthy!

Don't forget to share this article with your friends and family members!

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Happy Birth Day

JANUARY

MARCH

Kalpana	Shetty	1
Nilima	Deshpande	4
Gomathy	Balakrishnan	9
Navaz	Kiaz	11
Jaya	Lingham	11
Jeroo	Taraporewala	13
Clara	Jagallo	15
Manjusha	Pillai	18
Hemlata	Aravandekar	19
Sandra	Tehrani	20
Saroj	Sarkale	20
Shubhangi	Patole	21
Daisy	Mehta	22
Radha	Nair	23
Katy	Gurjal	23
Lakshmi	Narayan	23
Prema	Karki	23
Molly	D'souza	25
Parna	Banerjee	31

Vidya	Israni	1
Prapti	Deshpande	1
Mithoo	Wadia	3
Marina	Samuel	3
Uma	Nandedkar	4
Sarita	Virmani	5
Rhea	Shaikh	5
Bakhtawar	Battiwala	6
Joanna	Fernandes	7
Sharada	Krishnamurty	8
Anita	Dixit	8
Agnes	Raphael	9
Armaity	Boocha	10
Seema	Kudiya	15
Patricia	Philips	16
Ekta	Gurnani	17
Victoria	Dias	22
Pushpa	Desai	23
Zohra	Poonawala	24
Merlyn	Woolger	24
Beatrice	Menezes	27

FEBRUARY

Binita	Dedhia	4	Shweta	Naik	23
Thamkam	Nair	6	Swarnalatha	Soans	25
Maria	Romel	19	Annabella	Salis	26
Melany	Carvalho	20	Madhuri	Solomon	29